

# Position Description

## 675 Reduced Half Time Member

### Milltown State Park



**Term of service:** April 13, 2015 – August 14, 2015

**Service schedule:** Member will serve a minimum of 690 hours over an 18 week term, averaging 42 hours per week with 40 hours of holiday, vacation or sick time

#### **Position Summary:**

Abundant outdoor opportunities and a rich cultural heritage converge at the newly restored confluence of the Clark Fork and Blackfoot Rivers at the heart of the Milltown State Park. Milltown State Park is still in a development phase, and thus offers many opportunities for an AmeriCorps member to help with the development of interpretive resources and programming, volunteer mobilization, community outreach and land improvement. This year's AmeriCorps member will be primarily focused on facilitating a trail project slated for 2015 on the park's restored Clark Fork River floodplain and connections to the Milltown State Park Overlook.

Montana State Parks AmeriCorps members perform capacity building activities. Their service revolves around the program goals listed below in order to ensure that they do not displace workers or take part in any prohibited or unallowable activities as outlined in AmeriCorps regulations. Montana State Parks AmeriCorps members *will* likely participate in activities that involve recurring contact with vulnerable populations.

Member will contribute to the following program goals:

- Improve park land
- Expand educational and interpretive programs
- Increase volunteer capacity\*
- Enhance outreach and awareness of state parks
- Participate in service activities including National Days of Service\*\*
- Respond to disasters, when called upon to do so by the program

#### **Specific Position Responsibilities:**

- Facilitate the development of interpretive content and programming for the trail on the Clark Fork River floodplain.
- Mobilize volunteers, both short and long term, for trail and natural resource management projects on the Clark Fork River floodplain and trail to the Overlook.
- Conduct targeted outreach about the floodplain trail project to particular publics, e.g. schools, churches, civic groups etc.
- Convene an informal group of advisors from local nonprofits, agencies and citizens for the interpretive trail.
- Establish a social media presence to grow an online community of park supporters.
- Perform other AmeriCorps-related duties, as assigned.



**Minimum Requirements:**

- Over 18 with a high school diploma or GED; college degree or equivalent work experience preferred
- A United States citizen, United States National, or legal permanent resident alien
- Demonstrated leadership skills
- Ability to take initiative, handle multiple projects, track details essential to project completion, analyze information, and meet deadlines
- Strong ability to communicate effectively orally and in writing with diverse groups of people
- Demonstrated ability to work independently and as part of a team
- Basic computer proficiency
- Passion for the outdoors and enthusiasm for enhancing Montana's state parks
- A driver's license and personal means of transportation within the state of Montana
- Must pass a national service criminal history check

**Benefits:**

- Living allowance of \$4,050 over 18 week term of service
- An AmeriCorps Education Award of \$2,150 upon successful completion of service. This award can be used to pay education costs at qualified institutions of higher education, for educational training and resources, or to repay qualified student loans. Members aged 55 and over may transfer the education award to a child, grandchild or foster child.
- Eligible for deferment on qualified student loans
- Experience and training working in the fields of outdoor recreation, parks management, interpretive services, education, community outreach, and volunteer management
- Opportunity to live, work and be part of the team amid the natural wonders and cultural heritage of Montana State Parks

\* Volunteer activity facilitated by AmeriCorps members supports the management and operation of State Parks. These activities do not include any prohibited or unallowable activities as outlined in AmeriCorps regulations.

\*\*Service activities will center around the preceding program goals as well as provide unique opportunities for members to engage in service to non-profit community organizations that provide support to those in need, including victims of national disasters, individuals and families in poverty, veterans, homeless animals, and other groups. Service projects will take place on and around designated National Days of Service as well as other AmeriCorps organized events, such as member trainings. Service activities will not include any prohibited or unallowable activities as outlined in AmeriCorps regulations.

*The Montana State Parks AmeriCorps Program, as administered by the Montana Department of Fish, Wildlife and Parks, shall provide equal access to opportunities provided by the Program and shall not discriminate against any person because of race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, or gender identity. Minority candidates are encouraged to apply. Reasonable accommodations will be provided for qualified individuals with known disabilities unless doing so would result in an undue hardship. The accommodation must be essential for the Member to*

*perform his/her service successfully. Funds for reasonable accommodations are available for use by members with disabilities who have been offered a position with an AmeriCorps Program and require an accommodation to fulfill the essential functions of their service.*

**Applicant Certification**

*I certify that I have reviewed this Position Description and understand the general roles and responsibilities of this Montana State Parks AmeriCorps position*

Member Name \_\_\_\_\_

Member Signature \_\_\_\_\_

Date       \_\_\_\_\_